

## Employment Application Form

Position Applied for: Junior Project Manager

Date: 17<sup>th</sup> November, 2011

### Section A: Personal Information

Name: Fahim Ahmed

First

Middle

Last

Father's Name: Shamim Ahmed

Date of Birth: 04<sup>th</sup> June 1978

Place of Birth: Karachi

Gender: Male

Status: Married

Number of Children: 05

CNIC: 42201-0769738-7

Present Address:

C-34 Shamsi Society, Wireless gate near Malir Halt, Karachi-75210

Permanent Address:

C-34 Shamsi Society, Wireless gate near Malir Halt, Karachi-75210

Contact Number:

Residence: 021-34584153	Office:	Mobile: 0300-2146372	Email Address: <u>Fahim70@hotmail.com</u> <u>Fahim70@gmail.com</u>
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Nationality: Pakistan

Religion: Islam

Interests/Hobbies:

Web Designing, Reading Holy books, Football and Teaching.

Career objectives/ Future Plans:

To work in a stimulating environment where I can apply and enhance my knowledge, skill to serve the firm to the best of my efforts.

**Main Reason for applying to ARPATECH:**

Believing in my strength, skills and capabilities, I feel that this position will enable me to demonstrate my abilities and skills and make a contribution in an area I have studied in and see my future career in.

**Technical/ Special Skills:**

1. Successfully managed a project.
2. Managed multiple employees across different destination.
3. Lead a team of technical staff defining the requirements for several support application.

**Persons you know at ARPATECH:**

None

**How did you learn about this opening in our organization?** Rozee.pk

**Were you previously employed at ARPATECH?**

Yes

No ☒

**If yes, mention the period:** \_\_\_\_\_

**Do you have a relative working at ARPATECH?**

Yes

No ☒

**If yes, then please specify:** \_\_\_\_\_

**Father's Occupation:** \_\_\_\_\_ **Spouse's Name & Occupation:** Saima Fahim, Housewife

**Emergency Contact:**

Name	Relationship	Mobile Number	Address
Saima Fahim	Wife	03222333747	C-34 Shamsi Society, Wireless Gate, near Malir Halt, Karachi-75210.

### Computer Literacy

- MS Word
- MS Power Point
- MS Excel
- System Analysis
- Networking
- Email/Browsing

### References

<b>Reference 1:</b>  <b>Name:</b> Syed Inkesar Ali Pakistani <b>Company:</b> Dewan Group <b>Designation:</b> Group Manager Archives <b>Department:</b> Administration <b>Phone:</b> 021-35204516 <b>Mobile:</b> 0302-8292204 <b>Email:</b> Siap1234@yahoo.com	<b>Reference 2:</b>  <b>Name:</b> Muhammad Abdullah Samad <b>Company:</b> LDocX Technology & Services <b>Designation:</b> Manager Operations <b>Department:</b> IT <b>Phone:</b> 021-35846182 <b>Mobile:</b> 0300-2259013 <b>Email:</b> Abdullah@ldocx.com
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Have you ever been convicted of a crime?

Yes	No <input checked="" type="checkbox"/>
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If yes, explain number of conviction(s), nature of offence(s) leading to conviction(s), date of such offence(s);

Committed sentence(s) imposed, and type(s) of rehabilitation.

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May we approach your present employer?

Yes <input checked="" type="checkbox"/>	No
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### Language(s)

Language(s)	Read			Write			Speak		
	Average	Good	Excellent	Average	Good	Excellent	Average	Good	Excellent
English		*			*		*		
Urdu			*			*			*

### Section B: Educational Qualifications in Pakistan

Education/Degree	School/College/University/ Institute	Passing Year	Majors/Courses	Grade/Percentage/CGPA
BSc.	University of Karachi	1998	Physics, Chemistry, Mathematics	2 <sup>nd</sup> Division

### Section C: Foreign Education Qualifications

Education/ Degree	Institute/College	University/Board (Country)	Passing Year	Courses	Grade/Percentage/ CGPA

### Other Training Received

Training Title	From Date	To Date	Name of Institution	City	Country	Training Field
KBOX	July 2009	Aug 2009	4 Sight Technologies	Karachi	Pakistan	Asset Management Software
DOCUMENTUM	Feb 2010	Feb 2010	EMC <sup>2</sup>	Karachi	Pakistan	Content Management Software

### Section D: Work Experience

Please list your work Experience for the **past five years**, beginning with your most recent job held. If you were self-employed, give the firm's name. **Attach additional sheet if necessary.**

Company Name: LDocX Technology & Services		Experience Area: Six years	
Position Held: Project Manager		Served From: July 2006	Served To: at present
Company Location: Karachi			
Contact Person: Mr. Aahmaduddin Khan			
Phone: 021-35846182		E-mail: ahmed@ldocx.com	
Department: Administration			
Designation: Manager Admin		Last Gross Emoluments: Rs.20,000/-	
<b>Major Responsibilities:</b> Successfully managed a project. Collect metrics and reports on project progress. Control and monitor the Project scope, time, cost and quality. Directed the assigned project resources to meet the best project objective.			
<b>Achievements:</b> <b>Asset Management Software</b> KBOX (5000 nodes out of 10,000 nodes) implemented in commercial bank. <b>Document Management &amp; Archival System</b> HUBCO, Ufone, BYCO, DEWAN GROUP, BRITISH PETROLEUM and FULCRUM.			
<b>Reason for Leaving (Be Specific):</b> After six years in my last position I am now looking for a new experience where I can contribute and grow in a bigger environment.			

Company Name: LDocX Technology & Services		Experience Area: Two years	
Position Held: Assistant Project Manager		Served From: Nov 2004	Served To: June 2006
Company Location: Karachi			
Contact Person: Mr. Aahmaduddin Khan			
Phone: 021-35846182		E-mail: ahmed@ldocx.com	
Department: Administration			
Designation: Manager Admin		Last Gross Emoluments: Rs.8,000/-	
<b>Major Responsibilities:</b> Planned and design disaster recovery for the company. Analyzed system requirements. Managed records of employees.			
<b>Achievements:</b> Crescent Investment Bank Ltd.			
<b>Reason for Leaving (Be Specific):</b>			

<b>Company Name:</b> Qamar Industries		<b>Experience Area:</b> Three years	
<b>Position Held:</b> Assistant Manager Admin/Accounts		<b>Served From:</b> July 2001	<b>Served To:</b> Oct 2004
<b>Company Location:</b> Karachi			
<b>Contact Person:</b> Shamim Ahmed			
<b>Phone:</b>		<b>E-mail:</b>	
<b>Department:</b>			
<b>Designation:</b> Owner		<b>Last Gross Emoluments:</b> Rs.4,000/-	
<b>Major Responsibilities:</b> Preparing salary payroll of the company employee. Report on weekly activity. Monitor customer satisfaction. Contribute to the creation of new products, services and sales strategies.			
<b>Achievements:</b>			
<b>Reason for Leaving (Be Specific):</b> There isn't room for growth with my current employer and I'm ready to move on to a new challenge.			

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

**Additional Information You Would Like ARPATECH to Consider**

**Present Employment:**

<b>Take Home Salary (Net cash after Taxes)</b>	<b>Gross Salary</b>	<b>Other Benefits (Car, fuel, bonus, medical)</b>
Rs.20,000/-	Rs.20,000/-	One bonus per year

<b>Date of Appointment</b>	<b>Date Left and Reason for Leaving</b>	<b>Notice Required</b>
Nov 2004		15 days

**What Emoluments Do You Expect from Advanced Research Projects & Technologies?**

Gross Salary (including allowances): Rs. 27,000/ Month

Other Benefits: Bonus, Medical and Fuel.

**Personal Statement**

Limit to 100 words. Please include your interest in serving ARPATECH

Because everyone has particular goals in their life and ARPATECH is carrier oriented company where we can make our growth, therefore I want to join ARPATECH.

**Applicant's Certification & Release**

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above. The company is hereby authorized to make any investigations of my prior education and employment history.

Signature of the Applicant: Fahim Ahmed

Date: 17<sup>th</sup> Nov, 2011

Please attach your Resume with this application

**\*\*Thank you for your interest in ARPATECH and for completing this application form\*\***